

PowerSchool Assessment:

Paper Pencil Test Session, Printing Bubble Sheets, and Scanning Answers.

There are 3 parts to using PowerSchool Assessment's Paper Pencil test. First, a Paper Pencil test session must be created. Next, a paper copy of the test and a set of bubble sheets must be printed. Once the test has been taken, the bubble sheets must be scanned so PowerSchool can score them to create reports.

Create a Paper Pencil Test Session

This can only be done with tests having multiple choice questions with 4 answers or less. (Multiple-select and tech-enhanced questions will not work for Paper Pencil sessions.)

1. Login to <http://aa.powerschool.com>.
2. Go to the **Testing Center**.
3. From the top toolbar, select the correct standards and exam.

Subject: SCI.3 (TN 2008 (SPI)) Exam: GTC_Pugh_LifeSci - Copy

4. In the left column, click to select the class you want to assign this test session.

Science 3:307- 4 (0 Test Sessions)

5. In the right column, click the **New Test Session** button.
6. In the window that pops-up, click on the drop-down for **Session Type** to choose **Paper Pencil**.

Exam: GTC_Pugh_LifeSci - Copy

Session Type: PowerTest

Session Name: PowerTest
PowerTest Read Along
Paper Pencil

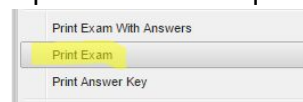
7. Click the **Create Test Session** button.

The screen will now show the list of students assigned to the test.

Printing a Paper Copy of the Test

Now a class set of the questions will be needed. Print one copy without answers.

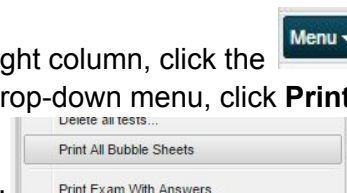
1. In the right column, click the button.
2. Click on **Print Exam** from the drop-down menu. A pdf will open with all test questions.



Printing Bubble Sheets for Students

Print individual student bubble sheets from the same screen as the test copy.

1. In the right column, click the button.
2. In the drop-down menu, click **Print All Bubble Sheets**.
3. Choose a test date and click **Submit**.
4. In the window that opens, click **No Cover Page**. A PDF with all student bubble sheets will download.



Scanning from a Smartphone

After students have taken the test, use the PowerScan app to scan them into PowerSchool Assessment.

1. If you don't have it, find and download **PowerScan** from your device's app store.
2. Launch the app.
3. Click the green **Start Grading** button.
4. Hold the camera over each paper to scan.
5. Tap the checkmark to accept scanned answers.
6. Repeat until all are scanned.



Results are stored in the Assessment section just like PowerTest sessions.